

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND  
INSTRUCTION CHECKLIST 34-5**

**2 JULY 2001**

*Services*

**RESOURCE MANAGEMENT FLIGHT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This checklist reflects Command requirements for Services Resource Management Flight to prepare for and conduct internal reviews.

***SUMMARY OF REVISIONS***

This checklist has been revised to update references and add commander and supervisor responsibilities. A bar ( | ) indicates a revision from the previous edition.

**1.** References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the functions.

**2.** This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. **AFSPC checklists will not be supplemented.** Units produce their own standalone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See [Attachment 1](#).

DAVID J. ESTILL, Col, USAF  
Director of Services

## Attachment 1

## SERVICES RESOURCE MANAGEMENT FLIGHT CHECKLIST

Table A1.1. Checklist.

<b>MISSION:</b> Provide financial services associated with the receipt, expenditure, and management of Non Appropriated Funds.			
<b>SECTION 1: NONAPPROPRIATED FUND (NAF) RESOURCE MANAGEMENT</b>			
<b>1.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Are personnel with access to the check stock and the general ledger prohibited to be signatories on NAF checks? (AFM 34-215, para 5.3.)			
1.1.2. Is there a NAFI custodian designated and appointed in writing for all NAFI's? (AFI 34-201, para 2.4.2.)			
1.1.3. Does the NAF AO keep subsidiary records on balance sheet accounts? If the balance sheet does not agree with subsidiary records, does the RMFC annotate the financial statement before releasing to external users? (AFI 34-209, para 1.3.5.)			
<b>1.2. NON-CRITICAL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Does the RMFC ensure that managers implement internal control procedures for protection of NAFI assets? (AFI 34-202, para 1.4.)			
1.2.2. Is marked money being used when storing \$7,500 or more overnight within an activity? (AFI 34-202, para 2.8.)			
1.2.3. Are prior year adjustments made only after being staffed and approved by SAF/FMCEB through the MAJCOM, HQ AFSVA/SVF, and AF/SVF? (AFI 34-209, para 1.7.)			
1.2.4. Does the custodian certify the financial statements for all NAFIs by signing the following certification, "I certify that the information used for preparation of and the balances in this statement are true and correct to the best of my knowledge." (AFI 34-209, para 12.10.)			
1.2.5. If a field bank tries to deliver bank statements or copies of bank statements to the servicing NAFI, are they refused and the bank instructed to mail them to HQ AFSVA/SVFB at 10100 Reunion Place, Suite 400 in San Antonio TX 78216-4138? (AFM 34-215, para 2.2.)			
1.2.6. Are fees associated with dishonored checks, deposit slips, night depository bags, and other special services, if any, paid by the NAFI concerned? (AFM 34-215, para 2.2.)			
1.2.7. Is the general ledger reconciled to the CMIP message daily? (AFM 34-215, para 11.2. and 11.5.)			

NON-CRITICAL	YES	NO	N/A
1.2.8. Is interest earned for the prior month posted to the CMIP statement the first business day of the current month? (AFM 34-215, para 3.4.)			
1.2.9. Are deposits made within one business day of receipts by the activity manager or central cashier to the field bank? (AFM 34-215, para 4.1.)			
1.2.10. Does the NAF AO enter a 4-digit document number, in ink, on each validated or invalidated deposit slip? (AFM 34-215, para 4.3.)			
1.2.11. Does the NAF AO reorder check stocks from HQ AFSVA/SVFB not later than 120 days prior to exhausting current check stock supplies? (AFM 34-215, para 5.2.)			
1.2.12. Does HQ AFSVA/SVFB send a confirmation letter or message to the NAF AO confirming date of order, check numbers ordered, and verification of check order instructions to check new orders and notify HQ AFSVA/SVFB within five workdays after receipt of the order noting any discrepancies as prescribed in the confirmation letter or message? (AFM 34-215, para 5.2.2.)			
1.2.13. Is there a maximum of five (primary plus four alternates) authorized signatories? (AFM 34-215, para 5.3.)			
1.2.14. Are rubber stamp facsimile signatures prohibited? (AFM 34-215, para 5.3.)			
1.2.15. Are two authorized signatures obtained on all checks written over \$50,000? (AFM 34-215, para 5.3.)			
1.2.16. Are cards provided by the concentration bank used to update and change signatures? (AFM 34-215, para 5.4.1.)			
1.2.17. For each signature addition, are two cards, each signed once by the individual being added obtained? (AFM 34-215, para 5.4.1.)			
1.2.18. Is a cover letter, signed by a currently authorized signatory, sent to HQ AFSVA/SVFB with the cards attached? (AFM 34-215, para 5.4.1.)			
1.2.19. Does the letter contain the names and titles of all individuals authorized to sign and the effective date and show which individuals are being added or deleted from the last letter of authorization? (AFM 34-215, para 5.4.1.)			
1.2.20. Are all checks issued in numerical order with none skipped or reserved for end-of-month processing? (AFM 34-215, para 5.5.)			
1.2.21. Are dollar transfers used between NAFIs with the disbursing NAFI initiating the transfer? (AFM 34-215, para 6.1.)			
1.2.22. Does each dollar transfer have a 5-digit document number with the first two digits as the NAFI identifier and the last three as the actual document number of the transfer? (AFM 34-215, para 6.2.)			

NON-CRITICAL	YES	NO	N/A
1.2.23. Does the NAF AO transmit the CMIP transactions five times weekly, Monday through Friday, except for holidays and other non-business days using AUTODIN or DNN to report the CMIP transactions? (AFM 34-215, para 9.1.)			
1.2.24. For end-of-month (EOM) reporting is the following followed: EOM Saturday: transmit Friday's and Saturday's DOB on Monday with all transactions dated with Saturday's date; EOM Sunday: transmit Friday's Saturday's, and Sunday's DOB on Monday with all transactions dated with Sunday's date? (AFM 34-215, para 9.5.1. and 9.5.2.)			
1.2.25. When a holiday falls on a weekday, is the CMIP transmission adjusted? (AFM 34-215, para 9.6. chart)			
1.2.26. Does the NAF AO use the DP Validation Products to ensure that all transactions posted went through the system correctly? (AFM 34-215, para 10.1.)			
1.2.27. Does the NAF AO use all of the reconciliation products sent from HQ AFSVA/SVFB to balance CMIP to the General Ledger? (AFM 34-215, para 11.2 through 11.6.)			
1.2.28. In the event of an emergency situation, has the RMFC notified MAJCOM/SVF by the most expedient means of the nature of the emergency and conditions? (AFM 34-215, para 14.1.)			
1.2.29. Does the RMFC (as custodian, and as Internal Management Control Program focal point, if appointed) prepare, direct and review IMCRs? (AFI 34-202, para 1.5.)			
1.2.30. Has the RMFC prepared an operating instruction (OI) used for handling and safeguarding cash to include procedures to follow when duress alarm systems fail? (AFI 34-202, para 2.1.)			
1.2.31. Does the installation commander approve fund storage limits IAW AFI 31-209? (AFI 34-202, para 2.2.)			
1.2.32. Are cash registers used in activities where volume of regular cash receipts is \$1,000 or more per month and lock boxes as a minimum for those with less than \$1,000 cash receipts per month? (AFI 34-202, para 2.7.)			
1.2.33. Where more than one cashier is allowed to work out of the same cash drawer, is the activity revenue under \$12,000 per year and employs relatively few personnel, and a waiver on file in the life of the fund file? (AFI 34-202, para 2.7.3.2.)			
1.2.34. Does the RMFC designate, in writing, for larger activities authorized to operate with more than one cashier per drawer with adequate control to safeguard funds and provide a satisfactory audit trail? (AFI 34-202, para 2.7.3.1.)			
1.2.35. Has the RMFC, working with the NAFFA, prepared an OI to ensure internal control of cash when more than one cashier operates from a single drawer? (AFI 34-202, para 2.7.3.2.)			

NON-CRITICAL	YES	NO	N/A
1.2.36. Are activity managers, or designated representative, performing a surprise cash count at least once a quarter covering change funds, imprest funds, and receipts on hand? (AFI 34-202, para 3.2.)			
1.2.37. Does the RMFC perform a quarterly surprise cash count on the central cashier? (AFI 34-202, para 3.2.1.)			
1.2.38. Do the activity managers provide the NAF AO with a list of normally scheduled activities (including vending and amusement machine collections) that must submit an AF Form 1876, <b>NAF Consolidated Cost Center Report</b> , or automated cashier's report to include the number and frequency of submissions? (AFI 34-202, para 3.4.)			
1.2.39. When an activity suspends service on a normally scheduled business day, does the activity manager notify the NAF AO in writing, or submit a negative AF Form 1876, NAF Consolidated Cost Center Report, in advance? (AFI 34-202, para 3.4.1.)			
1.2.40. Do all activities make daily deposits except small activities (fitness centers or libraries) who take in minimal amounts of cash who may make deposits weekly, monthly, or whenever receipts exceed \$200 but at least monthly, by the close of business on the last day of each month? (AFI 34-202, para 3.5.)			
1.2.41. Does the RMFC (or site commander at isolated and remote locations) authorize the establishment and the amount of all change funds subject to fund storage limitations of AFI 31-209? (AFI 34-202, para 3.9.)			
1.2.42. At the discretion of the RMFC, are activities that do not have petty cash, allowed to use change funds and receipts for petty cash-type purchases? (AFI 34-202, para 3.9.)			
1.2.43. Are imprest funds used for designated purposes (i.e., petty cash fund, special activity prize fund, vending and amusement machine fund? (AFI 34-202, para 3.10.)			
1.2.44. Is there an AF Form 2557, <b>NAF Cash Receipt Voucher</b> , signed by the RMFC and activity cashier or imprest fund custodian for all change and imprest funds? (AFI 34-202, para 3.11.)			
1.2.45. Have the activity managers written, and the RMFC approved, OIs establishing procedures for the use, control, and protection of all change and imprest funds? (AFI 34-202, para 3.11.)			
1.2.46. Are activities cashing employees' NAF payroll checks only when the employee has a membership in the employing activity or it there is a waiver according to AFI 34-201? (AFI 34-202, para 3.14.1.)			
1.2.47. Are cashiers prohibited from cashing their own checks (personal or payroll) from a change fund or cash receipts for which they are currently responsible? (AFI 34-202, para 3.14.2.)			

NON-CRITICAL	YES	NO	N/A
1.2.48. If activities are accepting checks for up to \$20 over the amount of a completed transaction, is there written authorization on file in the LOF signed by the Services commander or director? (AFI 34-202, para 3.14.3.)			
1.2.49. Is the person opening incoming mail and removing checks and cash a person other than the cashier on duty? (AFI 34-202, para 3.15.)			
1.2.50. Has the activity manager or designee developed an OI for checks and cash payments received in the mail? (AFI 34-202, para 3.15.3.)			
1.2.51. Has the NAF AO established operating procedures for the redemption of all returned checks, proper accountability for the checks, and follow-up actions on returned checks? (AFI 34-202, para 3.16.)			
1.2.52. Has the Services commander or director designated the NAF AO or individual activities as the redemption point for all dishonored checks? (AFI 34-202, para 3.16.)			
1.2.53. Are only cash or money orders accepted to cover a dishonored check unless the individual provides evidence that they were not at fault, such as a letter from a banking facility acknowledging bank error caused the check to be dishonored? (AFI 34-202, para 3.16.1.)			
1.2.54. Is there a sign posted at all activity's cashiers area from the manager or designee stating the activity's check cashing policies and the penalties incurred on all returned checks? (AFI 34-202, para 3.16.3.)			
1.2.55. If charging more than the minimum mandatory service charge for all returned checks of \$15.00, has the installation commander approved it? (AFI 34-202, para 3.17.)			
1.2.56. Has the RMFC established adequate accounting procedures to identify administrative costs of recouping returned checks and is this cost analysis on file in the LOF? (AFI 34-202, para 3.17.)			
1.2.57. If authorized by the RMFC, do activity managers approve cash refunds not to exceed \$500? (AFI 34-202, para 3.18.)			
1.2.58. Does the custodian or activity manager authorize, in writing, individuals to pick up payroll and general checks? (AFI 34-202, para 3.19.5.)			
1.2.59. For NAFI-owned amusement machines do they have a two lock system (one lock for the machine and a separate lock for the cash box) of which the manager keeps the machine key and the NAF AO controls the cash box keys? (AFI 34-202, para 3.20.)			
1.2.60. Have activity managers written, and the RMFC or designee approved, OIs for controlling pre-numbered forms that the NAF AO issues to the activity? (AFI 34-202, para 3.22.)			
1.2.61. Has the RMFC and activity manager developed local procedures for protecting unused stocks and maintain accountability for ticket sales? (AFI 34-202, para 3.28.)			

NON-CRITICAL	YES	NO	N/A
1.2.62. Has the RMFC established operational OIs for the central cashier that ensure required separation of responsibility according to generally accepted accounting principles? (AFI 34-202, para 7.2.)			
1.2.63. Is there a single NAF Council established? (AFI 34-201, para 2.6.1.)			
1.2.64. Are the voting members appointed in writing by the installation commander? (AFI 34-201, para 2.6.1.1.) a. Council chairperson? b. The financial manager? c. The Services squadron commander or director? d. The senior enlisted advisor? e. Two additional members, one of whom must be an enlisted person?			
1.2.65. Are the following nonvoting members appointed in writing by the installation commander to the NAF Council? (AFI 34-201, para 2.6.1.2.) a. The staff judge advocate and the base contracting officer as advisors? b. The Resource Management Flight Chief (RMFC) as the recorder?			
1.2.66. Is the base NAF Council conducted at least quarterly with a quorum of at least two-thirds of the voting members in session? (AFI 34-201, para 2.6.1.4.)			
1.2.67. If there is a finance and audit committee, is it chaired by the base FM? (AFI 34-201, para 2.6.3.2.)			
1.2.68. Are any of the Council members employed by any NAFI with which the Council is officially involved? (AFI 34-201, para 2.6.4.5.)			
1.2.69. Is suspected mishandling of NAFs and NAFI property and violations of standards of conduct referred by the commander or director to the OSI for investigation? (AFI 34-201, para 2.8.1.2.)			
1.2.70. Is the FM the audit focal point? (AFI 34-201, para 2.9.1.)			
1.2.71. Are NAFs used to support a Services sponsored coupon program to promote participation in Services activities? (AFI 34-201, para 4.1.3.)			
1.2.72. Does the Services squadron commander or director approve and set the value of all Services coupons? (AFI 34-201, para 4.1.3.)			
1.2.73. Are coupons controlled according to AFI 34-202, para 3.23?			
1.2.74. When APFs are authorized: a. Is the use of NAFs to purchase equipment for Services activities only in an emergency? (AFI 34-201, para 4.1.6.) b. If yes, does the installation commander certify and identify the emergency in writing and approve waivers to use NAFs instead of APFs for the purchase? (AFI 34-201, para 4.1.6.) c. If yes, are waivers reported to HQ AFSPC/SV quarterly? (AFI 34-201, Attachment 5)			

NON-CRITICAL	YES	NO	N/A
<p>1.2.75. Is the prohibition of using NAFs for the following enforced: (AFI 34-201, Chapter 4)</p> <ul style="list-style-type: none"> <li>a. Supporting programs or personnel attending functional or professional courses? (AFI 34-201, para 4.2.2.)</li> <li>b. Property and furnishings in such areas as MPF, legal offices, OSI, search-and-rescue operations? (AFI 34-201, para 4.2.3.)</li> <li>c. Custodial or janitorial services in facilities such as education centers, veterinarian clinics, and MPFs? (AFI 34-201, para 4.2.4.)</li> <li>d. Loans to individuals, either in cash or advance payment of wages, allowances, or differentials? (AFI 34-201, para 4.2.7.)</li> <li>e. Awards that augment, duplicate, or replace awards available for APFs? (AFI 34-201, para 4.2.10.)</li> <li>f. Contributions to fund-raising events for national or local charities, foundations, or similar organizations except when authorized in Chapter 12? (AFI 34-201, para 4.2.11.)</li> <li>g. Cigarettes, tobacco products, or related items for gifts, prizes, or free issue? (AFI 34-201, para 4.2.14.)</li> <li>h. Printed personal or organizational greeting cards, business cards, or holiday cards, or stamps to mail such cards? (AFI 34-201, para 4.2.17.)</li> <li>i. Compensation for military and APF civilian personnel in connection with their assigned duties? (AFI 34-201, para 4.2.19.)</li> <li>j. Contributions, dividends, or other donations of monies, or other assets to private individuals or organizations? (AFI 34-201, para 4.2.22.)</li> <li>k. Fuel or aircraft spare parts for privately owned commercial or foreign Government military aircraft (for example, aircraft participating in activities like Armed Forces Day or base open houses)? (AFI 34-201, para 4.2.23.)</li> <li>l. Portions of base open houses and air shows not covered by Services, except as authorized in AFI 34-101? (AFI 34-201, para 4.2.26.)</li> </ul>			
<p>1.2.76. Does the Support Group commander approve the use of NAFs to purchase expendable supplies, decorations, and such materials for special programs when the commander personally believes that the activity contributes to overall morale and welfare (includes the National Prayer Breakfast)? (AFI 34-201, para 4.3.2.2. and 3.)</p>			
<p>1.2.77. Does HQ USAF/SV approve transfers of: (AFI 34-201, para 5.1.2.1.)</p> <ul style="list-style-type: none"> <li>a. MWR Fund cash assets to any other type of NAFI?</li> <li>b. MWR Fund borrowing cash assets from any other NAFI?</li> <li>c. Inter-NAFI and intra-NAFI transfers not addressed in Chapter 5, AFI 34-201?</li> <li>d. The transfer of property from other military services?</li> </ul>			
<p>1.2.78. Is the MAJCOM/CC's determination of intra-fund transfer kept in the life-of-fund files? (AFI 34-201, para 5.1.2.)</p>			



NON-CRITICAL	YES	NO	N/A
1.2.79. Are inter-NAFI transfers made at one of the following: at book value, at fair market value, or at an appropriate value in between? (AFI 34-201, para 5.2.1.)			
1.2.80. Is the fair market value determined by the RMFC and applicable manager, with the help from the DRMO or the servicing contracting officer? (AFI 34-201, para 5.2.1.2.)			
1.2.81. Are intra-NAFI transfers made at book value and include moving future associated income or expenses? (AFI 34-201, para 5.3.1.)			
1.2.82. If a NAFI loans property to another activity or NAFI for longer than 30 days, is a transfer accomplished? (AFI 34-201, para 5.4.1.)			
1.2.83. If the Services commander or director authorizes the transfer of Table of Allowance (TA) property items purchased with NAFs to APF account, is the transfer recorded in the Council minutes? (AFI 34-201, para 5.5. and 5.5.1.)			
1.2.84. Does MAJCOM approve the transfer for NAF-purchased equipment to APF accounts of non-MWR activities? (AFI 34-201, para 5.5.5.)			
1.2.85. Are contributions and donations approved before they are accepted for a NAFI? (AFI 34-201, para 5.7.1.)			
1.2.86. Does the installation commander approve the acceptance of items valued at \$1,000 or less unless delegated to the Services squadron commander or director? (AFI 34-201, para 5.7.1.)			
1.2.87. Are contributions and donations used for their intended purpose when made if designated? (AFI 34-201, para 5.8.)			
1.2.88. Are NAF monies not used: a. To design and construct, alter, recondition, renovate, repair, maintain, or add to Government owned or leased structures when APFs are authorized? (AFI 34-201, para 6.1.2.) b. If yes, has SAF/FM waiver of fund source been obtained prior to obligating NAFs? (AFI 34-201, Attachment 5)			
1.2.89. Are NAFs not used: (AFI 34-201, Chapter 7) a. In lieu of APFs for those positions that manpower standards authorize the use of APFs? (para 7.1.1.) b. If yes, have HQ AFSPC/SV/FM waivers been obtained? (para 7.1.2.)			
1.2.90. Is there an appropriate occupational tax stamp on hand for NAFIs that sell alcoholic beverages or beer? (AFI 34-201, para 8.2.2.)			
1.2.91. Does the NAFI report NAF personal services contracts, including contracts with entertainers, that add up to \$600 or more during a calendar year to the IRS on IRS Form 1099-MISC, <b>Miscellaneous Income</b> ? (AFI 34-201, para 8.8.1.)			

NON-CRITICAL	YES	NO	N/A
1.2.92. Does the NAFI report any person who receives cash, prizes, or awards from a NAFI for contests, including sporting events and commercial sponsorship, that total \$600 or more in any calendar year? (Winnings include the fair market value of payment in any form other than cash, ie. a car, golf cart, television, golf clubs)? (AFI 34-201, para 8.8.2.)			
1.2.93. Does the NAFI report to the IRS any person who receives a payment of \$1,200 or more from one bingo game? (AFI 34-201, para 8.8.3.)			
1.2.94. Is temporary duty (TDY) travel with APFs authorized for a NAF employee when an authorized DoD official directs the travel, and it is related to business supported by APFs? (AFI 34-201, para 9.2.1.)			
1.2.95. Is there a support agreement with any Air Force installation or organization within a 15-mile radius signed by the installation commander providing access to installation Services facilities and services as an isolated unit? (AFI 34-201, para 11.3.)			
1.2.96. Are SM&W expenditures made in accordance with AFI 34-201? (Chapter 12)			
1.2.97. Do the activity managers send all accounting documents to the NAF AO the next workday after the transaction date? (AFI 34-209, para 1.2.)			
1.2.98. Does the NAF AO maintain a separate general ledger for each NAFI? (AFI 34-209, para 1.3.)			
1.2.99. Before publishing financial statements, does the NAF AO: (AFI 34-209, Chapter 1) a. Include information from other systems, such as Point of Sales (POS) systems, into the NAF accounting system? (para 1.3.3.) b. Prepare adjusting and closing entries? (para 1.3.3.) c. Update financial records? (para 1.3.3.) d. Reconcile subsidiary records to general ledger control accounts? (para 1.3.3.)			
1.2.100. Has the RMFC designated a central control point to compile all data for final processing? (AFI 34-209, para 1.3.4.)			
1.2.101. Does the NAF AO prepare reports monthly and provide the information to SV management? (AFI 34-209, para 1.5.)			
1.2.102. Has the NAF AO established and do they use a checklist for all required adjusting entries and automated processing? (AFI 34-209, para 1.5.1.)			
1.2.103. Does the RMFC or designee other than the preparer approve AF Form 2541, <b>NAF Journal Voucher</b> , ensuring that the NAF AO correctly prepared the entries and that explanations or backup documents have enough detail? (AFI 34-209, para 1.5.1.)			

NON-CRITICAL	YES	NO	N/A
1.2.104. After the NAF AO posts all transactions to the GL for the current accounting period, does the NAF AO: (AFI 34-209, para 1.5.2.) a. Prepare a preliminary trial balance? b. Reconcile all subsidiary records? c. Make any necessary adjustments? d. Prepare the final interim trial balance before the final close-out? e. Maintain the original trial balance? f. Provide each manager and the Non-appropriated Fund Financial Analyst (NAFFA) with a copy (or a copy of the interim financial statement)?			
1.2.105. Does the RMFC limit transactions into and out of equity to: net income, net losses, approved prior year adjustments, entries associated with the establishment, dis-establishment, distribution or redistribution of capital and outstanding purchase orders? (AFI 34-209, para 1.6.)			
1.2.106. Does the RMFC footnote the financial statements with an explanation of the cause of the adjustment when a prior year adjustment is made? (AFI 34-209, para 1.7.)			
1.2.107. Has the NAF AO established the following Reserved Equity accounts: Current Purchases, Capital Requirements, Quantity (Bulk) Expendable Equipment to include MAJCOM and/or AF funded as necessary? (AFI 34-209, para 1.8.)			
1.2.108. Does the NAF AO record income when it is earned? (AFI 34-209, para 1.9.)			
1.2.109. Does the NAF AO record expenses when incurred? (AFI 34-209, para 1.10.)			
1.2.110. Does the NAF AO maintain accounting records (and update the subsidiary account) for NAF property transactions to include maintaining property records on all fixed assets, processing payments to vendors, preparing asset lists for inventory purposes? (AFI 34-209, para 5.1.)			
1.2.111. When posting transactions for acquisitions of assets in capital asset GLACs, does the NAF AO include all related expenses and credits, such as freight, discounts and installation charges? (AFI 34-209, para 5.2.1.)			
1.2.112. Does the NAF AO capitalize repair of any fixed asset when the repair costs \$1,000 or more and the repair extends the useful life of the asset two years or more? (AFI 34-209, para 5.6.)			
1.2.113. Does the NAF AO use the same property number with an alpha code A, B, C, etc., for the number of repairs? (AFI 34-209, para 5.6.1.)			
1.2.114. Does the activity manager prepare the AF Form 2534, <b>NAF Property Disposal/Transfer Receipt</b> , to physically move property items between cost centers or to dispose of property by any method? (AFI 34-209, para 5.8.)			
1.2.115. When an asset is disposed of, does the NAF AO post any gain or loss on disposed asset to GLAC 913? (AFI 34-209, para 5.9. and 5.10.)			

NON-CRITICAL	YES	NO	N/A
1.2.116. Are NAF fixed assets physically inventoried annually? (AFI 34-209, para 5.11.)			
1.2.117. Do the activities prepare and submit original AF Form 1875, <b>NAF Individual Cashier's Receipt</b> , and AF Form 1876, NAF Consolidated Cost Center Report, to the NAF AO? (AFI 34-209, para 6.1.)			
1.2.118. Is the NAF AO using fourth-digit shredouts of the appropriate revenue GLAC to record the different TLF rate revenues? (AFI 34-209, para 6.2.)			
1.2.119. Does the NAF AO post Commercial Sponsorship to the activity identified by the vendor? (AFI 34-209, para 6.9.)			
1.2.120. Does the NAF AO maintain A/R subsidiaries except for lodging funds? (AFI 34-209, para 7.1.)			
1.2.121. Has the RMFC developed an OI to provide guidance on monitoring A/R to include information on follow-up actions, account write-offs, and procedures to prevent fraud by collusion? (AFI 34-209, para 7.3.)			
1.2.122. Does the NAF AO perform all collection actions except where waived? (AFI 34-209, para 7.12.)			
1.2.123. Are all returned checks controlled and reported on AF Form 1708, <b>NAF Dishonored Check Control Log</b> ? (AFI 34-209, para 7.12.1.)			
1.2.124. Does the SV commander or director approve requests for reinstatement of membership privileges? (AFI 34-209, para 7.15.)			
1.2.125. Does the NAF AO post an allowance for bad debts at the end of each accounting period according to the procedures established by AFI 34-209? (AFI 34-209, para 7.19.)			
1.2.126. When writing off a delinquent account, does the NAF AO record the amount to the allowance account if the balance allows, and if not, to the NAF AO cost center? (AFI 34-209, para 7.18.2.)			
1.2.127. Does the NAF AO review accounts with credit balances at the end of each accounting period posting all accounts with credit balances exceeding 5% of total A/R due in an unearned income liability account? Then reverse this amount the following month. (AFI 34-209, para 7.20.)			
1.2.128. Does the RMFC ensure lodging sends statements to TDY personnel on the last day of the month for VOQ, VAQ, TLF if the occupant has been in quarters for 15 days or more and are anticipated to be in 15 days or more of the following month. (AFI 34-209, para 7.21.1. and 2.)			
1.2.129. Is the RMFC performing all collection actions including lodging (Lodging may send 30 and 60 day if done timely)? (AFI 34-209, para 7.21.3.)			

NON-CRITICAL	YES	NO	N/A
1.2.130. Has the RMFC ensured that: (AFI 34-209, Chapter 8) a. There is a separation of duties between contracting and payment of accounts payable? (para 8.1.) b. Activities maintain adequate control over merchandise inventories? (para 8.1.) c. Activities maintain adequate control over the movement of such goods from one location to another? (para 8.1.)			
1.2.131. Does the RMFC authorize all advance or prepayments to businesses when they will not ship merchandise or provide services until the NAFI pays for the goods either in full or partial payment? (AFI 34-209, para 8.2.)			
1.2.132. Are partial shipments recorded on a DD Form 250, <b>Military Inspection and Receiving Report</b> , by the activity? (AFI 34-209, para 8.4.)			
1.2.133. Do the activity managers or designees use AF Form 2533, <b>NAF Transfer Between Cost Centers</b> , or an order entry form to transfer goods or stock between cost centers? (AFI 34-209, para 8.8.)			
1.2.134. Is an AF Form 1735, <b>NAF Interfund Purchase Order</b> , or order entry form used to order services or merchandise from other NAFIs? (AFI 34-209, para 8.10.)			
1.2.135. Is spoilage and breakage determined by incident and not individual line item and recorded in the month that it happened? (AFI 34-209, para 8.11.)			
1.2.136. Does the NAF AO establish a suspense file for all payables to ensure they are paid in a timely manner and to serve as the subsidiary to the control account? (AFI 34-209, para 9.3.)			
1.2.137. Are the contracts screened to ensure that the vendor is paid upon shipment instead of receipt when contract requires payment upon shipment? (AFI 34-209, para 9.4.)			
1.2.138. Does the NAF AO notify vendors of the correct mailing address if vendors are not sending invoices directly to the NAF AO? (AFI 34-209, para 9.5)			
1.2.139. To comply with the Prompt Payment Act, are checks mailed the same day they are issued? (AFI 34-209, para 9.6.)			
1.2.140. Are the following documents on hand to substantiate payment to a vendor before a check is cut: a contract, receiving report, and vendor invoice? (AFI 34-209, para 9.9.)			
1.2.141. Is AF Form 2539, <b>NAF Disbursement Request</b> , prepared by the requester and approved by either the activity manager or designee or the RMFC or designee? (AFI 34-209, para 9.2.2.1.)			

NON-CRITICAL	YES	NO	N/A
1.2.142. Is an AF Form 2539, <b>NAF Disbursement Request</b> , used instead of a purchase order for items such as: loan payment, registration or entry fees, NAF official travel, tax payments and Internal Revenue Service payments, workers' compensation claims, payment to other government instrumentalities, payments against special contracts, interior design, commercial telephone, utilities, etc.? (AFI 34-209, para 9.9.2.)			
1.2.143. Has the RMFC designated signature authority in writing and is this on file in the LOF? (AFI 34-209, para 9.9.4.)			
1.2.144. Does the NAF AO mark all backup documentation by stamping it paid after making disbursements with one copy of the check, with all backup documentation in the accounts payable disbursements file filed chronologically by vendor? (AFI 34-209, para 9.9.5.)			
1.2.145. Does the SV commander or director approve maximum inventory levels for each cost center? (AFI 34-209, para 10.2.)			
1.2.146. Does the NAF AO provide slow moving/deadstock inventory lists to activity managers at least semiannually so they can conduct a review of all inventories and stock records to identify slow moving items? (AFI 34-209, para 10.3.)			
1.2.147. When a vendor provides free items as bonuses or a purchase discount, does the receiver note the free items on the receiving report and the NAF AO record free items on inventory? (AFI 34-209, para 10.8.)			
1.2.148. If an activity receives donations for special occasions and gives them away, does the activity manager ensure that the NAF AO has not accounted for them through the inventory and cost of goods sold? (AFI 34-209, para 10.8.1.)			
1.2.149. Does the NAF AO post income, accounts receivable, and subsequent reimbursement for child development program participation in the USDA food program? (AFI 34-209, para 11.1.)			
1.2.150. Does the NAF AO take steps not to issue IRS Form 1099 for disbursements to family day care providers for USDA reimbursements? (AFI 34-209, para 11.1.2.1.)			
1.2.151. Does the NAF AO use a list approved by the installation commander for preparing non-personal service contracts with Family Daycare providers for the care of volunteers' children? (AFI 34-209, para 11.2.2.)			
1.2.152. Does the NAF AO compute the TLF assessment? (AFI 34-209, para 12.1.2.)			
1.2.153. Does the NAF AO report employee total as of the last pay period of the quarter to HQ AFSVA/SVQA? (AFI 34-209, para 12.2.)			

NON-CRITICAL	YES	NO	N/A
1.2.154. Does the NAF AO prepare, as a minimum, the following to support financial statements: (AFI 34-209, Chapter 12) a. Schedule of aged accounts receivable? (para 12.5.1.4.) b. A copy of AF Form 1736, <b>NAF Cash Management and Investment Program Account Verification</b> ? (para 12.5.1.4.) c. SM&W reconciliation? (para 12.5.1.4.) d. Certification of financial statements? (para 12.10.)			
1.2.155. Does the NAF AO prepare the quarterly Prompt Payment Reports to arrive at HQ AFSVA/SVF by the 10th calendar day following the end of each quarter? (AFI 34-209, para 12.6.)			
1.2.156. Does the NAF AO report quarterly payroll tax returns using IRS Form 1096, <b>Annual Summary and Transmittal of U.S. Information Returns</b> , IRS Form 1099-MISC, <b>Miscellaneous Income</b> , and IRS Form W-2G, <b>Certain Gambling Winnings</b> , IAW AFIs 34-201, 34-202, and AFM 176-378? (AFI 34-209, para 12.9)			
1.2.157. Does the custodian certify the accuracy of the CMIP account verification on AF Form 1736, <b>NAF Cash Management and Investment Program Account Verification</b> , and forward it to HQ AFSVA/SVF through MAJCOM/SVF to arrive NLT 45 days after the end of the quarter? (AFI 34-209, para 12.11.)			
1.2.158. Does the NAF AO suspense invalidated deposit slips and match the validated (should come within 3 days) notifying the office manager of any variances between the two immediately for research and correcting entries if necessary? (AFI 34-209, para 13.1.)			
1.2.159. Does the NAF AO post bank fees and charges to the NAFI's administrative cost center? (AFI 34-209, para 13.2.)			
1.2.160. Does the NAF AO maintain a log of all checks (written and voided) and related information for general, payroll, limited payee checks? (AFI 34-209, para 13.3.1.)			
1.2.161. Does the check writer: use checks in numerical sequence, write check for individual NAFIs and identify the NAFI on each check and check stub, spell out the dollar amount for checks typed manually or process them through a check protector? (AFI 34-209, para 13.3.2.)			
1.2.162. Does the check writer make proper distribution of checks? (AFI 34-209, para 13.3.3.)			
1.2.163. Does the NAF AO store blank checks in a locked container and use DD Form 2661, <b>Spoiled/Control Check Record</b> , to record receipt, issue, return, balance on hand, and spoiled or voided checks? (AFI 34-209, para 13.4.)			
1.2.164. When a blank stock of checks needs to be destroyed, do two individuals independent of the check writing function witness the destruction? (AFI 34-209, para 13.5.)			

<b>NON-CRITICAL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.165. Does the NAF AO post the premium expense for workers' compensation computed by PRIGL by the end of each accounting period to each applicable cost center? (AFI 34-209, para 14.3.)			
1.2.166. Does the NAF AO record premiums at the end of each accounting period (to the fund administrative cost center) based on balances from the quarterly 7407 report for asset and liability insurance? (AFI 34-209, para 14.5.)			
1.2.167. Does the NAF AO charge service fees to other NAFIs that receive accounting and payroll support from the NAF AO? (AFI 34-214, para 2.3.)			
1.2.168. Does the RMFC work with representatives of the serviced NAFIs receiving support, to arrive at an equitable annual service fee? (AFI 34-214, para 2.3.1.)			
1.2.169. Does the RMFC compute the service fee according to AFI 34-214, paras 2.3.4. and 2.3.5. and document the basis for each NAFI's service fee using AF Form 1735, <b>NAF Interfund Purchase Order</b> ?			
1.2. 170. Does the NAF AO compute the service fee twice annually and adjust the fee as required at that time? Is the review result filed in the LOF? (AFI 34-214, para 2.3.3.)			
1.2.171. Does the NAF AO allocate HRO charges to other NAFIs supported by the HRO Office? (AFI 34-214, para 2.3.6.)			
<b>SECTION 2: NONAPPROPRIATED FUND (NAF) PURCHASING</b>			
<b>2.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
None			
<b>2.2. NON-CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.2.1. If an emergency purchase arises, is the NAF contracting officer or designee, allowed to execute an emergency purchase to mitigate loss, damage or interruption in service? (AFM 64-302, para 2.2. and 2.6.)			
2.2.2. Is the FAR complied with when a contract involves a combination of NAFs and APFs? (AFM 64-302, para 6.2.)			
2.2.3. Does the NAF purchasing operation have available, either a hard copy or electronically, a complete set of Commanders Smart Buy Program catalogs? (AFM 64-302, para 1.3.)			
2.2.4. Are AFNAFPO Essential Products Program (EPP) contractors used as the primary source for goods and service? (AFM 64-302, para 3.1.)			
2.2.5. When a selection is made from an NPA source, is a written determination included in the contract support file? (AFM 64-302, para 3.2.)			



NON-CRITICAL	YES	NO	N/A
2.2.6. Do unilateral purchase orders (except for resale) exceed \$100,000.00? (AFM 64-302, para 5.5.)			
2.2.7. Is AFNAFPO used to purchase ADP hardware and software, interior design projects (regardless of dollar amount), and Essential Product Program Purchasing? (AFM 64-302, para 3.1. and 3.3.)			
2.2.8. If architect and engineer (A-E) services are required, did the servicing Contracting Officer write the contract? (AFM 64-302, para 4.2.)			
2.2.9. When requested, is training provided to the NAF contracting officer and his or her agents? (AFM 64-302, para 4.1.)			
2.2.10. Does the SCO provide contracting support for; projects funded with APFs and NAFs, service contracts that exceed NAF purchasing authority, construction contracts that exceed NAF purchasing authority, NAF requirements placed against APF-indefinite-delivery orders, and special requests or technical assistance? (AFM 64-302, para 4.2.)			
2.2.11. Are the following positions used to approve/disapprove ratification's of unauthorized commitments for the amounts shown below: (AFM 64-302, Chapter 12, para 12 a 1.) a. Management Level above the RMFC \$5,000 or less? b. Installation Commander or equivalent Over \$5,000 up to and including \$25,000? c. AFNAFPO \$25,000 and over?			
2.2.12. Is the following step followed in a ratification? (AFM 64-302, Chapter 12) a. The individual who committed the unauthorized purchase prepares a statement of all pertinent facts and a purchase request and forwards to his/her supervisor for review and action. (Para 12.8.)			
2.2.13. Does an approved BPA price list contain the effective dates and is a copy maintained with the contracting officer? (AFM 64-302, para 10.3.1.)			
2.2.14. Are all products of the "Procurement List" for the Services for the Blind and Severely Disabled used? (AFM 64-302, para 5.14.)			
2.2.15. Is the Federal Prison Industry (FPI), Inc. mandatory for certain products or classes of products/services? (AFM 64-302, para 5.15.)			
2.2.16. Purchases of supplies or services by appropriated fund activities from NAFI functions are authorized when unique organizational or functional factors make it impractical for any entity other than a NAFI to provide the goods and services involved, or when the NAFI is the source available considering the exigencies of the situation involved. When done, is a sole-source justification included and the same appropriated fund purchasing procedures and formats used as purchases from commercial source? (AFM 64-302, para 5.8.)			
2.2.17. Do all purchases of hazardous materials include the clause at FAR 52.223-3, "Hazardous Material Safety Data?" (AFM 64-302, para 5.16.)			

NON-CRITICAL	YES	NO	N/A
2.2.18. Do contracts, including purchase orders funded with NAFs, include clauses and provisions for the NAF part of the acquisition? (AFM 64-302, para 6.2.)			
2.2.19. Do purchase requests describe the requirement and give a realistic required delivery date? (AFM 64-302, para 7.1.)			
2.2.20. Do purchase requests for services have a performance work statement (PWS) attached? (AFM 64-302, para 7.1.)			
2.2.21. Is a register for purchase requests and resulting purchase orders maintained electronically or manually? (AFM 64-302, para 7.2.1.)			
2.2.22. If the custodian has authorized a specific dollar amount or percentage increase in the total amount of NAFs made available by a PR, are additional funds cited by way of an additional PR or written verification from an authorized individual? (AFM 64-302, para 7.3.)			
2.2.23. Is competition accomplished for all purchases over \$5,000 from businesses furnishing the same or like items? (AFM 64-302, para 5.6.1.)			
2.2.24. If a purchase is "Brand Name or Sole Source," is justification to support this filed with the contract or purchase order? (AFM 64-302, para 5.8.)			
2.2.25. Are specific times and conditions of payment established within the terms of the BPA? (AFM 64-302, para 10.3.7.)			
2.2.26. Does the contracting officer provide the contractor with a list of individuals or position titles authorized to place calls against the BPA? (AFM 64-302, para 10.1.2.)			
2.2.27. Does the NAF contracting officer conduct an annual review of BPAs to monitor compliance and to determine if continuance of the agreement is warranted? (AFM 64-302, para 10.2.)			
2.2.28. If a voluntary price reduction is offered by a firm, is it indicated on the order/entry register or AF Form 1408, <b>Non-appropriated Fund Call Register</b> , and the contractor's invoice? (AFM 64-302, para 10.3.2. and 10.3.4.)			
2.2.29. Are un-priced BPAs used when the items to be ordered do not have stable prices? (AFM 64-302, para 10.3.)			
2.2.30. Are un-priced BPAs established when there is a wide variety of items in a broad class of goods (e.g., hardware, electrical, plumbing, flowers, pastries, etc.) that are frequently purchased but the exact quantities, prices and delivery needs are not known in advance and may vary considerably? (AFM 64-302, para 10.3.)			
2.2.31. Does each BPA contract state the effective beginning and ending dates of the basic period? (AFM 64-302, para 5.13.1.)			

NON-CRITICAL	YES	NO	N/A
2.2.32. Is an Individual Service Contract (ISC) used with a specified individual for his or her services requiring unique skills, experience or knowledge? (AFM 64-302, para 11.5.)			
2.2.33. Are the following met before issuing an ISC? (AFM 64-302, para 11.5.) a. Only the individual specified on the contract will perform the services. (11.5.1.1.) b. Payment is based on a fixed amount or per job basis and not paid on a per hour basis. (11.5.1.2.) c. The ISC will not (cannot) exceed one year. (11.5.1.3.) d. The ISC will not (cannot) create an employer/employee relationship. (11.5.1.4.)			
2.2.34. Is a non-personal service contract (NPC) negotiated with a contractor (individual, corporation, etc.) for services that do not require unique skills, and the individual(s) performing the service are not specified within the performance work statement for the contract? (AFM 64-3302, para 11.6.)			
2.2.35. When contracting for construction, and executed by the AFNAFPO, is the FAR used as a guideline? (AFM 64-302, para 5.4.)			
2.2.36. If the contracting office is advised that delivery did not occur, does the contracting office perform a follow-up to determine the cause of delay? (AFM 64-302, para 12.2.)			
2.2.37. Are calls against BPAs documented on AF Form 1408, <b>Non-appropriated Fund Call Register</b> , and AF Form 1409, <b>NAF Purchase Order/Contract/PR Register</b> ? (AFM 64-302, para 10.3.4.)			
2.2.38. Are follow-up actions done seven calendar days after the delivery date? (AFM 64-302, para 12.2.1.)			
2.2.39. If the contractor fails to make delivery or correct a delinquency after follow-up action and has not given a just reason for the delay, is the order canceled in the best interest of the NAFI? (AFM 64-302, para 12.2.1.)			
2.2.40. Does the NAF AO perform follow-up actions on contracts issued by AFNAFPO by letter or message when problems are encountered which require resolution by the contracting officer? (AFM 64-302, para 12.1.)			
2.2.41. Is a DD Form 250, <b>Military Inspection and Receiving Report</b> , AF Form 2209-1, <b>Non-appropriated Fund Order for Supplies or Services</b> , or electronic formats used to accept partial shipment and the order kept until all is received? (AFM 64-302, para 12.3.1.)			
2.2.42. Is legal review obtained on all termination actions taken for convenience at cost or default by the contracting officer? (AFM 64-302, para 12.4. and 12.4.1.)			

<b>NON-CRITICAL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.2.43. Are contract terminations that involve costs that exceed the contracting officers warrant forwarded to the SCO or AFNAFPO for action? (AFM 64-302, para 12.4.1.)			
2.2.44. When terminating for default, is it supported by sufficient documentation to validate the default action? (AFM 64-302, para 12.4.1.)			
2.2.45. Is the contracting officer allowed to make changes to documents when the change does not affect the scope of the contract/order? (AFM 64-302, para 12.5.1.)			
2.2.46. Are all administrative corrections made by making one line through the information, writing the correct information and initialing the correction made? (AFM 64-302, para 12.5.1.)			
2.2.47. Is a SF 30, <b>Amendment of Solicitation/Modification of Contract</b> , used to amend solicitations or modify contracts and orders? (AFM 64-302, para 12.5.2.)			
<b>SECTION 3: SERVICES APPROPRIATED FUND (APF) RESOURCE MANAGEMENT</b>			
<b>3.1. CRITICAL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
None			
<b>3.2. NON-CRITICAL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.2.1. Are surprise cash counts performed quarterly in all applicable APF/NAF activities? (AFI 34-202, para 3.2.)			
3.2.2. Is the Services resource advisor aggressive in obtaining required APFs? Has a squadron prioritized un-funded list been developed to ensure optimum use of fall out monies? Are appropriate items loaded as memo due outs in Supply? (AFI 34-204, para 5.6.)			
3.2.3. Are approved fund storage limits in all applicable NAF/APF activities adequate? (AFI 34-202, para 2.2.)			
3.2.4. Does the Services resource advisor apprise operational managers of their APF financial support and expenditure status? (AFM 34-214, para 1.11.)			
3.2.5. Does the RMFC review for accuracy and validate the RCS: HAF-MWR (Q) 7503 report before it's completed? (AFI 34-209, para 12.3.)			

SECTION 4: SERVICES LOGISTICS			
4.1. CRITICAL ITEMS	YES	NO	N/A
4.1.1. Do the operators of NAF general-purpose vehicles over 14,000 pounds, gross vehicle weight, have a valid operator permit? (AFI 34-204, para 7.4.3.) a. A valid AF Form 2293, <b>US Air Force Motor Vehicle Operator Identification Card</b> b. OF 346, <b>U.S. Government Motor Vehicle Operator's Identification Card</b> c. Traffic Safety Courses I and II (AFI 91-407)			
4.2. NON-CRITICAL ITEMS	YES	NO	N/A
4.2.1. Are only activities not authorized to use APF vehicles allowed to use NAF, confiscated and Defense Reutilization & Marketing Office (DRMO) acquired vehicles? (AFI 34-204, para 7.3.1.)			
4.2.2. Has each NAF vehicle been assigned an applicable NAFI number for licensing purposes? (AFI 34-204, para 7.6.2.)			
4.2.3. Are adequate records maintained to ensure proper inventory and accountability of NAF and APF equipment and supplies used in the Services organization? (AFI 34-204, Chapters 5 and 6)			
4.2.4. Is unneeded serviceable property disposed of properly? (AFI 34-201, paras 5.2. and 5.3. and AFI 34-204, Chapter 6)			
4.2.5. Are all NAF vehicles periodically inspected to ensure safety requirements are met and proper care is accomplished? (AFI 34-204, Chapter 7)			
4.2.6. Is the base vehicle operations officer (VCO) responsible for the status, use, and disposition of Appropriated Fund (APF) vehicles? (AFI 34-204, Chapter 7)			
4.2.7. Has a letter been sent to the Chief of Transportation designating the Chief, Logistics Support Section (LSS) as Services VCO? (AFI 34-204, para 7.1.2.)			
4.2.8. Does the VCO serve as the contact point between work centers and the base VCO for all APF vehicles? (AFI 34-204, para 7.1.3.)			
4.2.9. Are Vehicle Operations repetitive use (U-Drive-it) vehicles used to support the activities not authorized permanently assigned vehicles? (AFI 34-204, para 7.2.1.)			
4.2.10. Has appropriate level of approval been obtained to support activity-sponsored trips, on a reimbursable or non-reimbursable basis? (AFI 34-204, para 7.2.2.) a. The SV commander or director b. Chief of Transportation c. Installation Commander			
4.2.11. Is transportation cost for revenue generating activities reimbursed with NAF's? (AFI 34-204, para 7.2.2.)			

<b>NON-CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.2.12. If NAF vehicles are used for base protocol requirements, does the installation commander authorize use in writing each time it occurs? (AFI 34-201, para 9.6.2.)			
4.2.13. Is the vehicle driven by an APF civilian or military driver? (AFI 34-201, para 9.6.3.)			
<b>SECTION 5: PRIVATE ORGANIZATIONS (PO)</b>			
<b>5.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.1.1. Is a review of each PO completed annually? (AFPD 34-1, Figure A1.3. and AFI 34-223, para 8.)			
5.1.2. Has each PO submitted financial statements, financial reviews, and audits as prescribed? (AFI 34-223, para 10.6. and 10.7.)			
5.1.3. Does each PO have a written constitution, by-laws, or other similar documents outlined in the PO handbook? (AFI 34-223, para 9)			
5.1.4. Do newly elected officers/treasurers consult with the Services commander or PO monitor for guidance/training on local base requirements, procedures, and information that is contained in HQ USAF/SV Private Organization (PO) Handbook? (AFI 34-223, para 9)			
5.1.5. Have all fund raisers been approved by the appropriate authority? (AFI 34-223, para 6.3)			
<b>5.2. NON-CRITICAL ITEMS</b>			
None			